**SCHOOL OF SOCIAL SCIENCES**

**TIMETABLE CHANGE REQUEST**

Timetable changes must be requested on this form. You should seek approval from your Head of Department and the Head of School. If the change is approved the Head of School will pass the form directly to the Head of Postgraduate Services/Head of Undergraduate Administration for action.

*As outlined in the* [*March 2017 School Bulletin*](http://www.socialsciences.manchester.ac.uk/staff-intranet/school-bulletins/) *only very exceptional reasons for change will be considered.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Course unit details:**  *Please include code, name and component* |  | | |
| **Details of change request:** |  | | |
| **Reason for change request:\*** |  | | |
|  | ***Name*** | ***Signature*** | ***Date*** |
| **Course Convenor** |  |  |  |
| **Head of Department**  **Approved/Rejected**  *Please delete as appropriate* |  |  |  |
| **Head of School**  **Approved/Rejected**  *Please delete as appropriate* |  |  |  |

**\* Please use reason for change request from list below and give details**

Students Requested Change

More students than expected

Fewer students than expected

Staff availability

Revised disability requirements

New addition to the timetable

Extension of existing activity

Partial cancellation of existing activity

Clash discovered

Estates imposed (e.g. maintenance)

School room swap

Change in response to complaint

School error / data entry error

Other